

# Disclosure Statement

This process shows the steps and screens required for attorneys to file a Disclosure Statement in a Chapter 11 proceeding.

**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)



**Figure 1**

**STEP 2** Click on the Plan hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

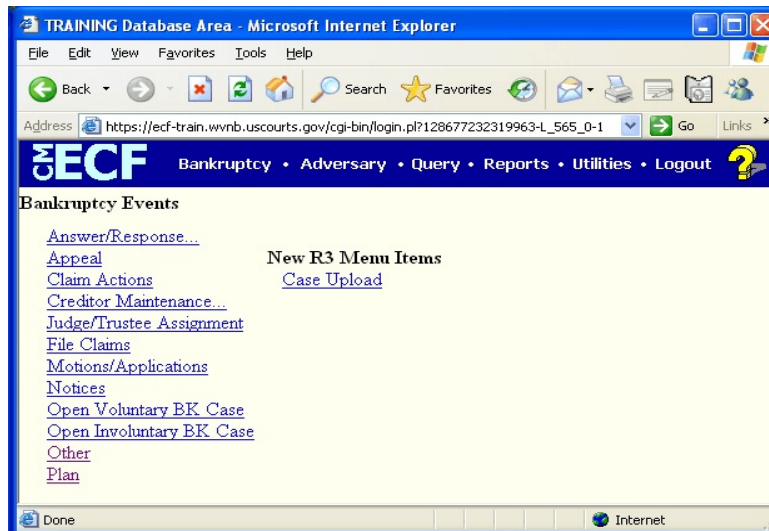


Figure 2

**STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)

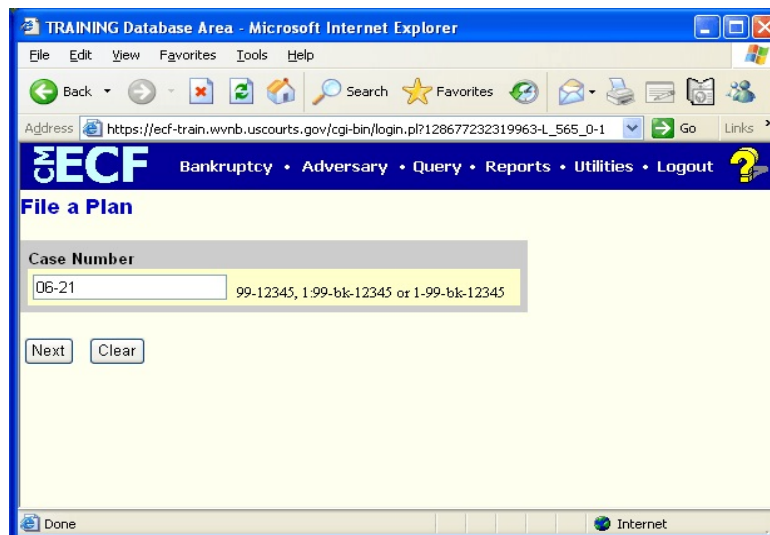
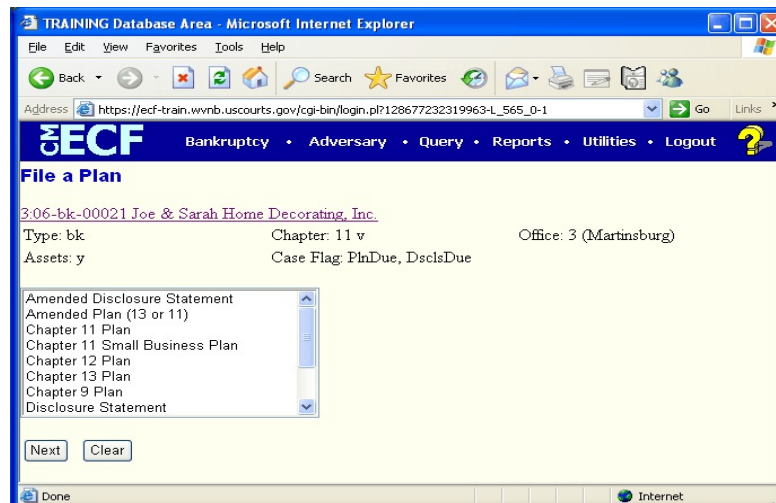


Figure 3

- ◆ Enter the case number

- ◆ Click **[Next]** to continue.

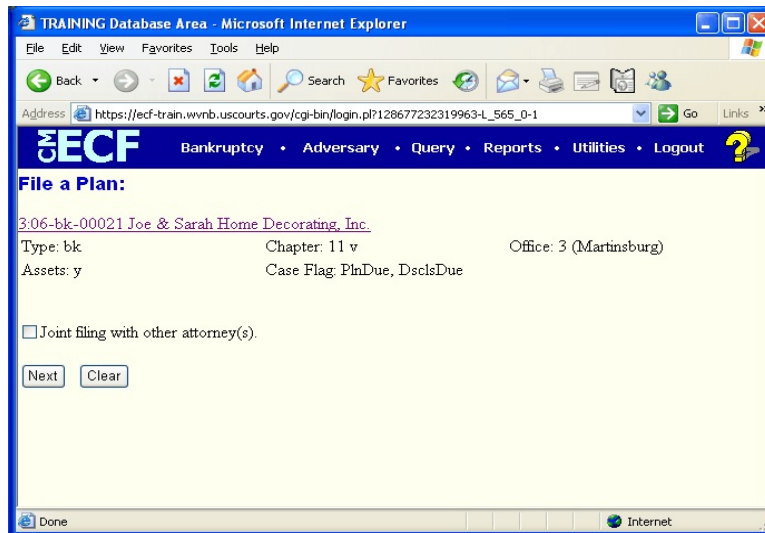
**STEP 4** The following screen displays. (See Figure 4.)



**Figure 4**

- ◆ Select **Disclosure Statement**.
- ◆ Click **[Next]** to continue.

**STEP 5:** The **Joint Filing With Other Attorneys** screen displays. (See Figure 5.)



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File Edit View Favorites Tools Help

Address [https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?128677232319963-L\\_565\\_0-1](https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?128677232319963-L_565_0-1) Go Links

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File a Plan:**

3:06-bk-00021 Joe & Sarah Home Decorating, Inc.

Type: bk Chapter: 11 v Office: 3 (Martinsburg)

Assets: y Case Flag: PlnDue, DscIsDue

☐ Joint filing with other attorney(s).

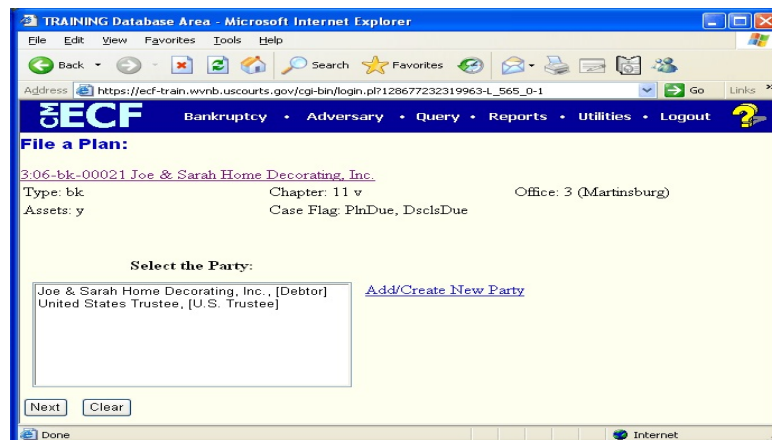
Next Clear

Done Internet

Figure 5

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.

**STEP 6:** The **Select the Party** screen displays. (See Figure 6.) All participating parties in the case will appear on this list.



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**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File a Plan:**

3:06-bk-00021 Joe & Sarah Home Decorating, Inc.

Type: bk Chapter: 11 v Office: 3 (Martinsburg)

Assets: y Case Flag: PlnDue, DscIsDue

**Select the Party:**

Joe & Sarah Home Decorating, Inc., [Debtor] [Add/Create New Party](#)

United States Trustee, [U.S. Trustee]

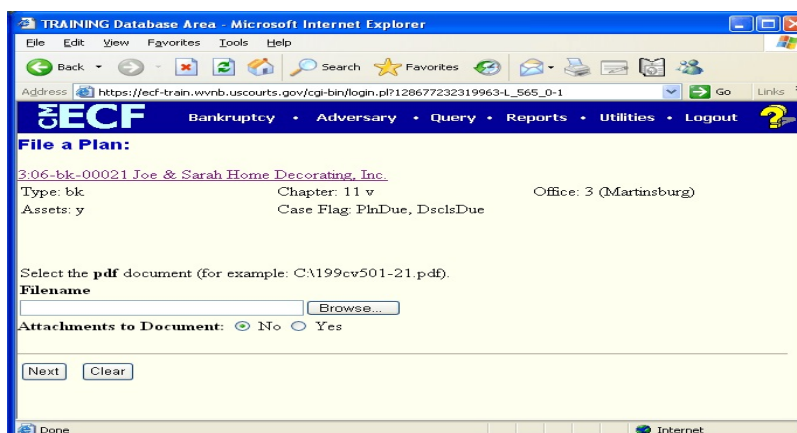
Next Clear

Done Internet

Figure 6

- ◆ Click to highlight the name of the debtor(s).
- ◆ Click **[Next]** to continue.

**STEP 7:** The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7a.)



**Figure 7a**

- ◆ To associate the imaged document with this entry, select the PDF filename of the objection you are filing.
  - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(\*.\*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
  - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
  - Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.

- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box. (See Figure 7b.)

The screenshot shows a web browser window titled "TRAINING Database Area - Microsoft Internet Explorer". The address bar displays "https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?1286772323199634\_565\_0-1". The page features a blue header with the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". Below the header, the page is titled "File a Plan:". It displays case information: "3:06-bk-00021 Joe & Sarah Home Decorating, Inc.", "Type: bk", "Chapter: 11 v", "Assets: y", "Case Flag: PlnDue, DclsDue", and "Office: 3 (Martinsburg)". A prompt asks the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". The "Filename" field contains "H:\CLERKS\02-156def.pdf" with a "Browse..." button next to it. The "Attachments to Document:" section has two radio buttons, "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

Figure 7b

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]** to continue.

**STEP 8:** The **Docket Text: Modify as Appropriate** screen will display. This screen will allow additional text to be added if applicable. (See Figure 8a.)

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File Edit View Favorites Tools Help

Address [https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?128677232319963-L\\_565\\_0-1](https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?128677232319963-L_565_0-1) Go Links

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Plan:**

3:06-bk-00021 Joe & Sarah Home Decorating, Inc.

Type: bk Chapter: 11 v Office: 3 (Martinsburg)  
Assets: y Case Flag: PlnDue, DscIsDue

Docket Text: Modify as Appropriate.

Disclosure Statement Filed by Joe & Sarah Home Decorating, Inc. (WVNB, Attorney10)

Next Clear

Done Internet

Figure 8a

◆ Click **[Next]** to continue.

**STEP 9:** The **FINAL DOCKET TEXT** screen appears. (See Figure 9.)

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File Edit View Favorites Tools Help

Address [https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?128677232319963-L\\_565\\_0-1](https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?128677232319963-L_565_0-1) Go Links

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Plan:**

3:06-bk-00021 Joe & Sarah Home Decorating, Inc.

Type: bk Chapter: 11 v Office: 3 (Martinsburg)  
Assets: y Case Flag: PlnDue, DscIsDue

Docket Text: Final Text

Disclosure Statement Filed by Joe & Sarah Home Decorating, Inc. (WVNB, Attorney10)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Done Internet

Figure 9

- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

**NOTE:** To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

**STEP 10** The **NOTICE OF ELECTRONIC FILING** screen appears.

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. **(See Figure 10.)**
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\***

***You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.***



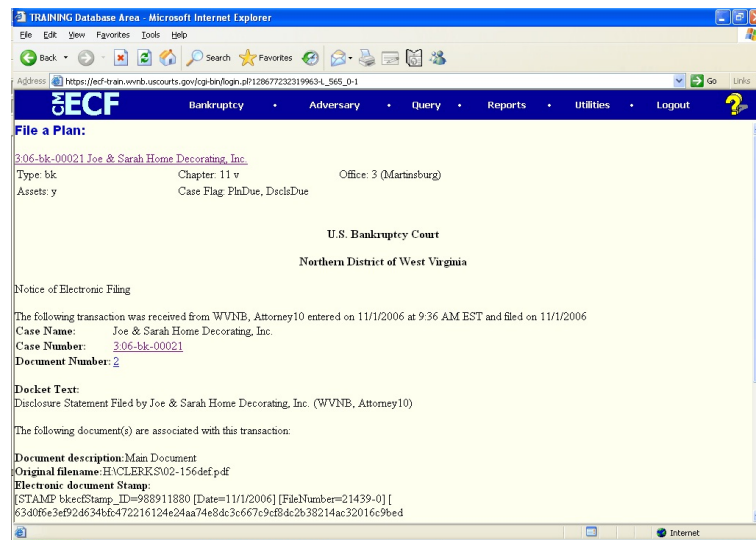


Figure 10